

June 7, 2011

The Scandia Planning Commission held their regular monthly meeting on the above date. Commission Chair Maefsky called the meeting to order at 7:00 p.m. Following the Pledge of Allegiance, roll call was taken. The following were in attendance: Commission Chair Christine Maefsky, Commissioners Jan Hogle, Tom Krinke, Steve Philippi and Peter Schwarz. Staff present: City Administrator Anne Hurlburt, City Planner Sherri Buss and Deputy Clerk Brenda Eklund.

**APPROVAL OF AGENDA, MINUTES**

**Schwarz, second by Philippi, moved to approve the agenda as presented. The motion carried 5-0.**

**Schwarz, second by Krinke, moved to approve the May 3, 2011 minutes as presented. The motion carried 5-0.**

**ORDINANCE NO. 126: DEVELOPMENT CODE REQUIREMENTS FOR WIRELESS COMMUNICATIONS ANTENNAS AND TOWERS**

A public hearing was held for the purpose of amending the development code requirements for wireless communications antennas and towers. The Planning Commission studied the regulations at three prior meetings. The recommended changes were incorporated into proposed Ordinance No. 126.

City Planner Sherri Buss summarized the key changes from the current regulations. The maximum height of towers would be reduced from 300 feet to 195 feet. The setback between towers would increase from 1 mile to 2 miles. Towers would be limited to 75 feet in sensitive locations, and must be of stealth design. Sensitive areas are defined as within a quarter mile of Highway 95, within a designated scenic viewshed or in the historic village area. A definition of stealth will be added to Chapter 1 of the development code. The permitting process would change from a Conditional Use Permit to an Interim Use Permit, one that terminates at some time in the future. The ordinance contains language which strengthens and clarifies screening requirements, and also references new technology, such as Wi-Fi antennas.

Commission Chair Maefsky opened the public hearing.

*Jan Brown, 23110 Manning Trail:* Ms. Brown stated that she was interested in hearing the content of the proposed ordinance and that it sounded good to her.

*Jill Medland, Environmental Coordinator with the National Parks Service, St. Croix Falls, WI:* Ms. Medland relayed the position of the National Parks Service which supports the adoption and implementation of the proposed ordinance. They were encouraged that protection of the scenic riverway has been included.

As there were no other comments, Chair Maefsky closed the public hearing.

Commissioner Schwarz questioned the term zoning permit in Section 4.30(2)(D). Administrator Hurlburt explained that zoning permits include CUPs, IUPs and Administrative Permits. It is possible that a building permit could be required for the antennas and towers described in this section.

The Commissioners discussed several wording options to Performance Standards Section (8)(K) 2, to allow for discretion on setbacks. Consensus was to remain with the original wording as contained in this section.

Commissioner Krinke stated that he is comfortable with the ordinance as it was presented.

**Schwarz, seconded by Krinke, moved to recommend to the City Council approval of draft Ordinance No. 126, amending the Development Code requirements for wireless communications towers and antennas. The motion carried 5-0.**

### **WORK SESSION ON DRAFT OF CHAPTER 3, SCANDIA DEVELOPMENT CODE – SUBDIVISION REGULATIONS**

The Planning Commission moved into a workshop setting to continue discussion of the update to the development code concerning subdivision regulations. The Commission began a review of this topic at their May meeting.

Administrator Hurlburt lead a review of each section. Section 5 defines premature subdivisions which shall not be approved by the City Council. This new section lists criteria that if not met, can allow the city to deem the subdivision as premature.

Section 6, Minor Subdivisions, allows for a less costly and time consuming process for simple lot divisions, which result in no more than three parcels. Hurlburt explained that this section allows for conveyance of land using metes and bounds descriptions rather than platting the new lots. Washington County is strongly recommending that all future subdivisions be recorded as plats. The County prefers this as a way to reduce errors, plus it simplifies future conveyance of the land. The code has been written as consistent with the current practice, but Hurlburt recommended that the Commission further discuss this. Staff was asked to consult with local surveyors as to the cost of platting versus identifying land descriptions using metes and bounds.

Section 7, Lot Consolidation/Lot Line Adjustment, is also a new process which allows for a simple administrative procedure for the consolidation of 2 or more lots into 1 parcel, or to adjust a common lot line affecting existing parcels. If the adjustment is more complex, a major subdivision platting may be required.

Section 8, Major Subdivisions - Concept Review, will be the first plan an applicant will submit for review of procedural requirements and standards of a major subdivision. The Zoning Administrator will determine if the concept plan should be reviewed by the Planning Commission or Park and Recreation Committee.

The Planning Commission will continue review of the subdivision regulations draft ordinance at the July 5, 2011 meeting.

**ADJOURNMENT**

**Krinke, seconded by Schwarz, moved to adjourn the meeting. The motion carried 5-0.**

The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Brenda Eklund  
*Deputy Clerk*